

Emergency Procurement Justification Form

OVERVIEW

Law and regulation generally require the University to procure goods and services through competition. **An emergency procurement is a limited exception used when immediate action is necessary to protect health, safety, welfare, property, or the continued operation of the University.** Completion of this form is intended to document the circumstances supporting the emergency procurement request. This form must be completed and validated by Procurement Services before a Purchase Order is issued. Procurement Services recognizes that true emergencies may not allow time for central review before action is taken. Please note:

- Emergency procurements are subject to University policy, audit, and public review
- Departments should obtain as much competition as is practicable under the circumstances
- Suppliers are not permitted to complete this form for a department
- The final determination of whether an emergency procurement is validated will be made by Procurement Services
- Additional supporting documentation may be requested

DEPARTMENT INFORMATION

On behalf of my department, I certify that the information submitted is accurate and complete. I understand this document is subject to University policy, audit, and public review.

Department:	_____	Date:	_____
Name:	_____	Email:	_____
Title:	_____	Phone:	_____

DOCUMENTATION

Supplier:	_____	Cost:	_____
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- What goods or services were (or are being) procured, and what is the emergency?** Identify the goods/services and describe the specific event or circumstances that created the emergency. Note when the emergency occurred.

- Why was immediate action required, and what would have happened if the purchase had been delayed?** Explain why the University's standard procurement process could not be completed in the time available, and the specific risks or consequences to the University if action had been delayed.

- 3. How was the supplier selected, and what competition (if any) was obtained?** Explain any competition that was sought or obtained, including other suppliers considered or contacted.

- 4. Will this purchase create any ongoing dependency on this supplier?** Identify any future goods/services that may need to be purchased from the selected supplier as a result of this emergency procurement, including any ongoing requirements, compatibility needs, or other circumstances that could limit the University's ability to use a different supplier in the future.

- 5. Does this purchase involve any of the following? (Select all that apply)**

The following commodities are considered specialized procurements and may be subject to additional statutory, regulatory, contractual, or University requirements as governed by the Commonwealth of Virginia, Virginia Public Procurement Act (VPPA), and the Virginia Association of State College & University Purchasing Professionals (VASCUPP) Higher Education Manual.

- ☐ Information Technology
- ☐ Sponsored Project Purchases
- ☐ None of the above